

## ESSENTIAL FUNCTIONS & ASSOCIATED FACTORS

Class Title:		
Class Code:	Position #:	Budget Account #:
Agency:		
Preparer:	Preparer Position:	Date:
Reviewer:	Reviewer Position:	Date:

### ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

### OTHER ASSOCIATED FACTORS:

Nothing in these essential functions restricts the agency's right to assign or reassign duties and responsibilities to this position at any time.

### CANDIDATE/EMPLOYEE'S ACKNOWLEDGEMENT:

Can you perform these essential functions with or without reasonable accommodation? ☐ Yes ☐ No

Candidate/employee's name (print): \_\_\_\_\_

Candidate/employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## INSTRUCTIONS

The ADA-3 form is used to document the essential functions (i.e., core tasks, duties, responsibilities) of a position and also the candidate's or the employee's response to whether or not he or she is able to perform the essential functions of the position with or without accommodation. NAC 284.441 states that "the appointing authority shall provide a description of the essential functions of a position to each candidate who is being considered for a vacant position." Additionally, the essential functions of a position would also need to be updated for changes in the position's duties and then provided to the incumbent.

It is recommended that this form be used in conjunction with the Essential Functions Job Analysis form (ADA-1). The ADA-1 form provides a worksheet for determining which functions are essential.

Essential function examples related to the function of answering incoming phone calls:

- Professionally administers all incoming calls.
- Ensures phone calls are redirected accordingly.
- Answers telephone and directs the caller to the appropriate staff member; will transfer a caller to a staff member's voice mailbox when the staff member is unavailable.

Also, the critical factors associated with the essential functions may be documented on this form. The associated factors may include:

- Environmental/working conditions
- Knowledge, skills and abilities
- Required qualifications (e.g., licenses, certifications)

Associated factor example:

- Regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

Only the associated factors that relate to an essential function should be included on this form. For example, if a staff support position is only occasionally required to move boxes of copy paper and that function is determined to be marginal not essential, then the associated factor of lifting up to 20 pounds should not be included on the ADA-3 as it is not associated with an essential function.

It is recommended that the position's supervisor prepare (or update) the essential functions and the agency's human resource staff review them.

If a candidate indicates that he or she cannot perform the essential functions of a position with or without accommodation, the candidate is not eligible for hire. If an employee indicates that he or she cannot perform the essential functions of a position with or without accommodation, contact your agency's human resource staff as soon as possible for assistance.